

KEW SOCIETY TRUSTEE ROLE DESCRIPTION updated May 2018

1. The Kew Society is a registered Charity (reference number 1173016) established for the public benefit for the following purposes in the area comprising Kew and areas immediately adjacent thereto (the area of benefit) to:
 - promote high standards of planning and architecture in or affecting the area of benefit;
 - educate the public in the geography, history, natural history, architecture and archaeology of the area of benefit, or of adjacent or other areas affecting the area of benefit;
 - secure the preservation, protection, development, improvement and enhancement of features of beauty or historic or public interest in or affecting the area of benefit;
 - extend and preserve the public amenities in or affecting the area of benefit;
 - to or for such other charitable purposes as the trustees shall decide.
2. Trustees are the people responsible under the governing document (Constitution) of The Kew Society for controlling the management and administration of The Kew Society.
3. The role of a trustee is:-
 - to ensure that The Kew Society complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations;
 - to ensure that The Kew Society pursues its objects as defined in its governing document;
 - to maintain proper financial control and ensure that The Kew Society applies its resources exclusively in pursuance of its objects. This means that the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are;
 - to set and maintain vision, mission and values;
 - to consider the risk implications for all aspects of the charity;
 - to safeguard the good name and values of The Kew Society;
 - to maintain effective committee performance and ensure the effective and efficient administration of the charity including funding and insurance;
 - to promote The Kew Society;
 - to act in the best interests of the charity, never in the interests of yourself or another organisation.
4. In addition to statutory duties, each trustee should use any specific skills, knowledge or experience s/he has to help the committee reach sound decisions. These may involve leading discussions, focusing on key issues, or providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

5. A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of the Kew Society in mind. They must comply with all legal requirements on eligibility to be a Trustee.

6. The time commitment for Trustees includes:
 - Attendance at committee meetings. (These are held currently once a month except in August, and last no longer than 2 hours);
 - Attendance at the AGM once a year in October;
 - Attendance at relevant functions and meetings to which the Kew Society is invited;
 - Attendance at events organised by the Kew Society from time to time.